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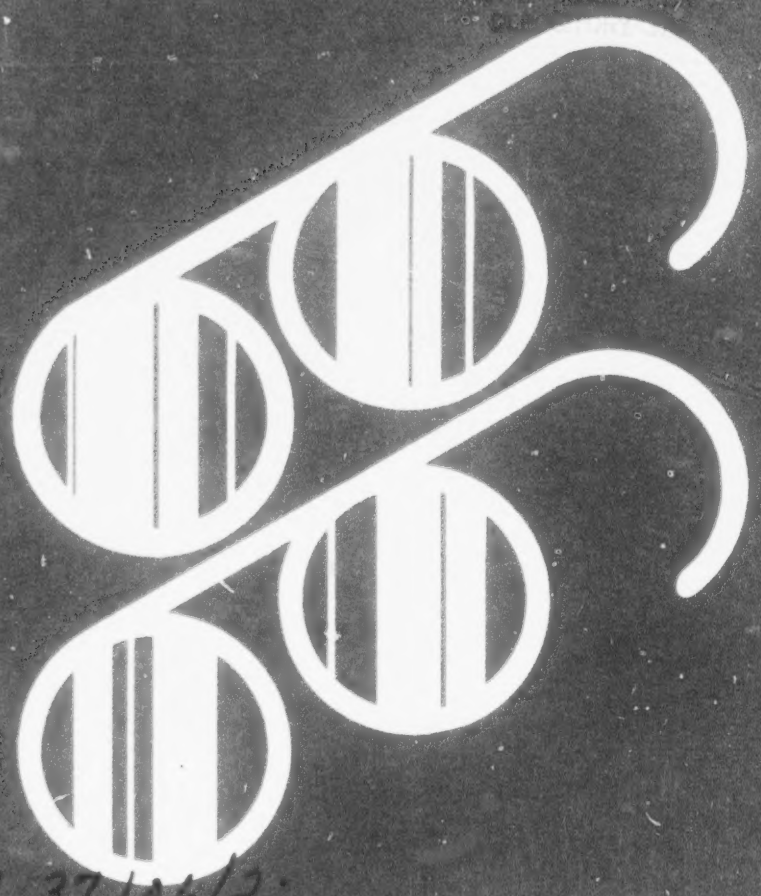
National Apprenticeship Standards for Ophthalmic Finisher-Dispenser

U.S. Department of Labor
Employment and Training Administration



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National Apprenticeship Standards for Ophthalmic Finisher-Dispenser

U.S. Department of Labor
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Employment and Training Administration

Bureau of Apprenticeship and Training
Revised 1982

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PREFACE

These National Apprenticeship Standards have been approved and registered by the Bureau of Apprenticeship and Training, U.S. Department of Labor, as incorporating the fundamentals needed to establish local programs of apprenticeship in the optical industry for the training of ophthalmic finisher-dispensers.

The establishment and registration of these National Standards of Apprenticeship for the Opticians Association of America, Inc., provide a solid base for development of skilled craftsmen for the optical industry.

The aim of the Bureau of Apprenticeship and Training and the Opticians Association of America, Inc., in establishing and registering these national standards is to advance the science of ophthalmic optics and assure the continuance of skilled and ethical practices in the optical processing and dispensing service, by providing a recognized and formalized method of developing skilled craftsmen.

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STATEMENT OF POLICY

It is a basic policy of the Opticians Association of America, Inc., to provide training and opportunity for growth for all employees of its members. This, in turn, promotes continuity and growth for the members and the industry. Such a policy assures ever-increasing opportunities for employees and association members. Effective training such as this policy recommends develops the productive work force that is the best guarantee of the security and well-being of the Nation.

The important objective is to meet the needs of the industry for skilled and competent journeymen. Shop experience and related instruction constitute the hard core of training conductive to career success in the industry.

It is recognized that the time necessary to acquire these basic fundamentals varies with the ability and application of the individual, the trade for which he is training, and the facilities available to each member.

Because of the rapid and inevitable changes continually taking place in this progressive industry, the Opticians Association of America, Inc., National Apprenticeship and Training Committee will maintain a constant surveillance of apprenticeship problems and new requirements. It will recommend such new training criteria, guidelines, and measures of attainment in the apprenticeship program as new conditions dictate. In this fashion, the Opticians Association of America, Inc., can more effectively foster and promote training of greater benefit to apprentices and the membership of the association.

DEFINITIONS

1. *Apprentice* shall mean a person who has signed an apprenticeship agreement to learn the trade outlined in applicable standards and who is registered with the appropriate registration agency.

2. *Apprenticeship agreement* shall mean a written agreement between an employer and the apprentice in which the terms and conditions of apprenticeship are set forth.

3. *Association* shall mean the Opticians Association of America, Inc. For the purpose of this program, the association's address will be: 1250 Connecticut Avenue, N.W., Washington, D.C. 20036.

4. *Employer* shall mean any member of the Opticians Association of America, Inc., who has the facilities and equipment to train apprentices in accordance with the terms and conditions of this national policy.

5. *Local standards* shall mean the document under which an employer employs and trains an apprentice in a trade covered by the standards, and such local standards shall be developed following guides outlined in the national policy.

6. *National Apprenticeship and Training Committee* shall mean the committee directly responsible to the Opticians Association of America, Inc., for apprenticeship and training. While the association sets the national policy, the national committee works to maintain this policy throughout the member firms. The adjustment of policy to the needs of the industry and the development of measures of attainment also rest with the association.

7. *Supervisor of apprenticeship and training* shall mean the individual selected by the employer to organize and administer the local apprenticeship program in accordance with this national policy.

8. *Registration agency* shall mean a State apprenticeship agency 1/ recognized by the Bureau of Apprenticeship and Training, U.S.

1/ Local application of these National Apprenticeship Standards in States having State apprenticeship councils may require adaptation to meet the standards of apprenticeship in such States. The staffs of the Bureau of Apprenticeship and Training and State apprenticeship agencies are available to advise on State standards requirements.

Department of Labor; or, in States where there is no recognized agency, it shall mean the Bureau of Apprenticeship and Training, U.S. Department of Labor.

QUALIFICATIONS FOR APPRENTICESHIP

1. Applicants to be considered for apprenticeship must meet the following minimum requirements:

   a. Have sucessfully completed high school or attained equivalency certificate.

   b. Be at least 17 years of age.

   c. Be physically able to perform the duties of the trade as determined by visual observation by the employer.

   d. Have no immediate military obligation. ("Immediate" means that the applicant has received notice of pre-induction physical examination.)

2. The applicant's application forms, aptitude tests, oral interview, education, and previous work experience will be used to determine the rating of his qualifications for selection, and qualified applicants will be selected in descending order of rating. Employers may refer applicants to the local office of the State employment service for testing if they so desire.

3. It shall be the responsibility of each employer establishing a local apprenticeship program under this guideline to insure that the local program is operated on a completely nondiscriminatory basis. All local programs established under these national standards shall contain the following equal opportunity pledge:

   > The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under title 29 of the Code of Federal Regulations, part 30, as amended.

4. An employer having a local apprenticeship program in which five or more apprentices will be employed and trained will adopt an

affirmative action plan and will make an analysis of the ratio of minority to nonminority apprentices in relationship to the ethnic composition of the population and work force at that location.

If the analysis shows that no underutilization exists, no additional steps need be taken. If underutilization exists, the employer will establish goals and timetables to correct the deficiency. The local apprenticeship standards will contain selection procedures consistent with the applicable part of title 29, part 30, CFR and with these national standards.

5. As apprenticeship openings occur, the employer will notify the local schools and the public employment service office or inform the area Bureau of Apprenticeship and Training or the State apprenticeship council office servicing the local program. The notification shall include information on minimum qualifications, dates for application, and where to apply. The employer shall keep records of the selection process for at least 5 years.

CREDIT FOR PREVIOUS EXPERIENCE

1. Persons currently working for the employer who qualify and are selected for apprenticeship may be allowed credit on the term of apprenticeship for their previous training and experience.

2. Applicants selected for apprenticeship who have been employed elsewhere in the optical industry may be granted credit on the term of apprenticeship, commensurate with their past experience, after their records have been checked and evaluated by the employer.

3. To ascertain the extent of knowledge and previous work experience of the applicant, the employer will give a written, oral, and/or practical examination which will cover work experience and subjects related to the trade.

4. An apprentice given credit on the term of apprenticeship for previous experience shall be paid upon entrance the wage rate of the period to which such credit entitles him.

CONTINUITY OF EMPLOYMENT

Apprentices shall be given continuous employment insofar as possible. In the event of a reduction in force, all furloughed ap-

prentices will be given an opportunity to return to their apprenticeship before new apprentices are hired.

APPRENTICESHIP AGREEMENT

1. Each apprentice (and his parent or guardian, if he is a minor) and the employer shall sign an apprenticeship agreement which shall be registered with the registration agency. Copies of the apprenticeship agreement will be given to the apprentice, the employer, and the registration agency.

2. Each apprenticeship agreement shall contain a statement making the terms and conditions of the local standards a part of the agreement, a schedule of work processes and wage rates, and a statement that the apprentice will receive related technical instruction during the period of apprenticeship.

3. Some State apprenticeship agencies may require the use of their own apprenticeship agreement forms. In such instances, the agreement forms may be obtained from the staff of the State apprenticeship agency or of the Bureau of Apprenticeship and Training.

4. The employer shall notify the registration agency of all apprentice actions, including terminations, suspensions, and completions of apprenticeship.

TERM OF APPRENTICESHIP

1. The term of apprenticeship shall be 3 years (6,000 hours) and shall include a minimum of 150 hours per year of related instruction.

2. Apprentices who work in excess of the normal workday or workweek (overtime), shall receive credit on the term of apprenticeship only for the actual number of hours or days worked.

3. An apprentice whose progress is rapid, due to unusual aptitude and industry or because of past experience and who achieves the desired level of attainment for a designated period of the apprenticeship before the end of the period may be advanced to the next phase. When such advancement is made, the apprentice shall be paid the rate of the period to which he is advanced.

PROBATIONARY PERIOD

1. Apprentices under local standards shall be in probationary status during the first 6 months (1,000 hours) of apprenticeship, unless a different period of probation is stipulated by State apprenticeship agency regulations or law.

2. An apprentice who does not demonstrate aptitude or interest for the trade during the probationary period may be canceled from the program by the employer. The apprenticeship agreement may be canceled by the apprentice during this period for personal reasons or upon finding that he does not like apprenticeship.

3. Apprentices will be subject to cancellation from the program by the employer at any time for infractions of company rules and policies or for failure to meet the required standards of proficiency.

RATIO OF APPRENTICES TO JOURNEYMEN

The ratio of apprentices to journeymen for each trade covered by the local standards shall be based on the employer's anticipated need for journeymen. Under local standards, one apprentice of each trade classification covered by the standards may be employed provided a journeyman of that classification is also employed. In addition, one apprentice of each trade classification may be employed for each additional three journeymen of that trade classification.

RESPONSIBILITIES OF APPRENTICES

It shall be the duty of the employer to impress upon each apprentice that he has voluntarily agreed to abide by the provisions of the local standards and therefore assumes the following responsibilities and obligations established under the program.

1. To perform diligently and faithfully the work of the trade and such duties as are assigned him by the employer in accordance with the local standards.

2. To respect the property of the customer, employer, and fellow employees and to abide by the working rules and regulations of the employer.

3. To attend regularly and complete satisfactorily the required related technical instruction as stipulated by the local standards.

SUPERVISOR OF APPRENTICES

Under the local standards, the employer shall designate a supervisor of apprentices to assure close supervision of the apprentice, proper instruction, and job rotation to provide the apprentice complete training.

PROGRESS EVALUATION OF APPRENTICES

The employer or the designated supervisor of apprentices under local standards shall make an evaluation of the progress of his apprentices periodically during the term of apprenticeship. The evaluation shall cover both on-the-job training and related technical instruction. If an apprentice fails to show progress, he may be required to repeat a specific process; if he continues to show no progress, his apprenticeship agreement may be canceled. Adequate records shall be maintained by the supervisor of apprentices to substantiate progress.

HOURS OF EMPLOYMENT

The workday and workweek for apprentices under local standards shall be the same as for journeymen and subject to the same conditions. The apprentice shall work under the immediate direction of a journeyman, a supervisor, or the employer.

RELATED TECHNICAL INSTRUCTION

1. All apprentices under local standards shall be required to complete related technical instruction assignments from material furnished by the employer or a local educational institution when

available. A minimum of 150 hours of such instruction each year of apprenticeship is normally considered necessary.

2. The time spent by apprentices in related instruction during the regular workday shall be classed as hours of work, and apprentices will receive their normal hourly compensation for this time. Such hours will be counted on the term of apprenticeship.

3. The time spent by apprentices in related instruction at local educational institutions or in home study outside the regular work hours shall not be considered as hours of work or counted on the term of apprenticeship.

4. In cases of failure on the part of an apprentice to fulfill his obligations as to progress, attendance, and deportment in related instruction, the employer may withhold his periodic wage advancement or suspend or cancel his apprenticeship agreement.

5. The employer will arrange, whenever possible, to integrate the on-the-job training with related technical instruction so that apprentices receive maximum benefit from such instruction.

CERTIFICATE OF COMPLETION OF APPRENTICESHIP

When an apprentice has satisfactorily completed all of the requirements of the local standards, the employer shall notify the registration agency and request that a Certificate of Completion of Apprenticeship be issued for presentation to the apprentice.

MODIFICATION OF POLICY

1. These National Standards of Apprenticeship may be modified at any time by the Guild of Prescription Opticians of America, Inc. Such modification shall be submitted to the Bureau of Apprenticeship and Training, U.S. Department of Labor for approval.

2. No modification or changes in these standards shall affect local standards currently in effect at the time the modification is made. Local standards may be subsequently modified through procedures worked out with the registration agency to effect changes in policy.

RECOMMENDED MINIMUM APPRENTICE WAGE SCALE

1. All apprentices under the local standards will be paid a specific progressively increasing wage. Wage scales for each trade classification covered by this policy will be determined by each employer.

2. When the local standards for each employer are submitted to the registration agency for registration, a minimum wage scale will be included for each trade classification, covering the periods of the term of apprenticeship. The wage scale must comply with State and Federal requirements. It is recommended that the wage increases be scheduled at 1,000-hour intervals.

3. Rates of pay (suggested):

First 1,000 hours.....55% of the journeyman's wage
Second 1,000 hours.....60% of the journeyman's wage
Third 1,000 hours.....65% of the journeyman's wage
Fourth 1,000 hours.....70% of the journeyman's wage
Fifth 1,000 hours.....80% of the journeyman's wage
Sixth 1,000 hours.....90% of the journeyman's wage

The apprentice will be paid the full journeyman's rate after 6,000 hours of training.

SAFETY REGULATIONS

Apprentices will be provided with initial indoctrination and instruction to enable them to perform their duties in a safe manner. Such indoctrination shall include instructions on safety regulations, reporting of accidents, and availability of first aid medical facilities.

WORK-EXPERIENCE SCHEDULES

During the term of apprenticeship, the apprentice shall be given such instruction and experience as is necessary to develop the skills and knowledge needed for complete mastery of the trade. The training of apprentices shall include the following work experience and training but not necessarily in the sequence shown:

TRAINING IN THE USE, NOMENCLATURE, AND MAINTENANCE OF OFFICE AND LABORATORY EQUIPMENT

Hours

I. **GENERAL OPTICAL TRAINING**.....2,200

A. Lensometer measurements
   1. Sphere
   2. Cyclinder
   3. Axis
   4. Prism
   5. Marking

B. Lens cutting
   1. Patterns
   2. Cribbing

C. Automatic edging
   1. Rimless
   2. Bevel

D. Drilling

E. Hand stone edging
   1. Blue
   2. White

F. Lens hardening
   1. Drop ball testing

G. Colmoscope

H. Hot cones
   1. Alterations of zyl frames (size and shape)
   2. Insertion

I. Lens-measuring devices
   1. Clock
   2. Vernier scale
   3. Thickness gage
   4. Neutralization
   5. Power computers

J. Fitting tools
   1. Pliers
   2. Files
   3. Multimeasure
   4. Pupillometer
   5. Hot bath

Hours

II. CONTACT LENSES FAMILIARIZATION.....600

- A. Keratometer
- B. Topogometer
- C. Slit lamp
- D. Radioscope
- E. Cobalt light with fluorescein
- F. Molding equipment
- G. Measuring gages
- H. Surfacing unit

III. OCULAR PROSTHESIS.....550

- A. Dental lathe
  - 1. Shaping
  - 2. Fining
  - 3. Polishing
  - 4. Mandrills
- B. Strobe light
- C. Color computers
- D. Finishing unit

IV. HEARING AID FAMILIARIZATION.....200

- A. Ear mold equipment

SUPERVISED PRACTICE WITH PATIENTS

Hours

I. OPTICAL—FITTING OF EYEGLASSES.....1,000

- A. Measurement for glasses
- B. RX interpretation
- C. Lens type selection
- D. Lens designing
- E. Adjusting glasses

II. CONTACT LENSES.....500

- A. Keratometer measurements

B. Lens design (corneal)
C. Lens inspection
D. Lab bench procedures

III. OCULAR PROSTHESIS.....500

A. Conformer procedure
B. Fitting
C. Impressions

IV. HEARING AIDS.....200

A. Selection
B. Earmold technique
C. Service

ADMINISTRATIVE WORK.....250

I. INVENTORY CONTROL

A. Purchasing
B. Statistical studies
C. Pricing by formula

II. OFFICE MANAGEMENT

A. Credit
B. Correspondence

Total.....6,000